

**Contractual Agreement for Northwest HIDTA  
Prevention/Public Education Initiative**

THIS AGREEMENT is made and entered into by and between EDUCATIONAL SERVICE DISTRICT 105, herein after referred to as "ESD" and SNOHOMISH COUNTY herein after referred to as "Contractor".

WHEREAS, ESD 105 acting as the fiscal agent for Northwest High Intensity Drug Trafficking Area (HIDTA) receives Federal funding from the Office of National Drug Control Policy (ONDCP) under the High Intensity Drug Trafficking Program (CFDA # 95.001). These funds are to be used to measurably reduce drug trafficking, money laundering and drug-related crimes, and to reduce demand by supporting treatment and effective demand reduction programs.

ESD 105 and the Contractor HEREBY AGREE to the following terms and conditions:

**1.0 CONTRACTOR RESPONSIBILITIES**

Contractor agrees to provide a Prevention/Public Education Initiative as specified in the attached Statement of Work and Budget.

Contractor is responsible for the implementation and monitoring of the project. The Contractor agrees to follow all applicable federal statutes and regulations.

Contractor will provide a copy of the HIDTA project report, which includes documentation of outputs and outcomes. A copy of the annual reports detailing progress toward goals will be sent within 30 days of the six-month period.

Contractor shall have an independent audit in accordance with OMB Circular A-133, and shall provide the ESD with a copy of the audit. Payment for this audit is the responsibility of the Contractor.

Contractor agrees to hold ESD 105 harmless from all liabilities resulting from the above-described activities and further assumes responsibility for any future audit exceptions due to the use of these funds.

**2.0 BILLING AND PAYMENT**

The Contractor agrees to submit detailed invoices, for the above activities including the warrant or check number(s), date(s) of payment, payee(s), purpose of payment(s) and amount(s) using the attached "Request For Reimbursement Form", or a detailed transaction report.

Contractor will submit original monthly billing invoices to:

Northwest HIDTA  
300 5th Ave #1300  
Seattle, WA 98104  
Attn: Prevention/Treatment Manager

ESD will reimburse the actual approved expense of the Contractor up to a maximum of **\$45,000.00.**

After approval of billing invoices by Northwest HIDTA staff and the ESD Business Office, payments will be made at the next regular ESD board meeting. (Third Tuesday of the month.)

**All items shall be received and services rendered by midnight December 31, 2016. The ESD shall not be responsible for any Invoices received after February 28, 2017.**

### 3.0 PROHIBITION AGAINST ASSIGNMENT

Neither this contract nor any interest therein may be assigned by either party without first obtaining the consent of the other party.

### 4.0 INDEPENDENT CONTRACTOR STATUS OF CONTRACTOR

Contractor and Contractor's employees and agents shall perform all duties pursuant to this Contract as an independent contractor. The ESD shall not control or supervise the manner in which this Contract is performed nor withhold or pay any taxes on behalf of Contractor or Contractor's employees or agents.

### 5.0 INDEMNIFICATION

Any and all claims which hereafter arise on the part of any and all persons as a direct or indirect result of Contractor or Contractor's employees or agents performance or failure to perform duties pursuant to this Contract, shall be Contractor's sole obligation, and Contractor shall indemnify and hold harmless the ESD and ESD employees and agents in full for any and all such acts or failure to act on the part of Contractor or Contractor's employees or agents.

6.0 SUSPENSION AND DEBARMENT

The Contractor certifies that persons responsible for this agreement are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this program by any federal department or agency.

12.0 TERMINATION

This agreement shall terminate and be null and void to the extent federal funds anticipated to be made available to the ESD for the purposes of this agreement are not made available to the ESD for any reason whatsoever.

Either party may terminate this agreement with thirty (30) days written notice to the other party.

8.0 VERBAL AGREEMENTS

This written Contract constitutes the mutual agreement of Contractor and the ESD in whole. No alteration or variation of the terms of this Contract and no oral understandings or agreements not incorporated herein, unless made in writing between the parties hereto, shall be binding.

9.0 APPLICABLE LAW

This Contract shall be governed by the laws of the State of Washington.

10.0 NONDISCRIMINATION

No person shall, on the grounds of race, creed, color, national origin, sex, sexual orientation or handicapping condition be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under activities performed pursuant to this Contract.

11.0 EFFECTIVE DATE - DURATION

This Contract shall commence on the 1<sup>st</sup> day of January 2015, and shall terminate at midnight on the 31<sup>st</sup> day of December 2016, regardless of the date of execution. Section 5.0 (Indemnification) which shall continue to bind the parties their heirs and successors after December 31, 2016. The termination date of this contract may be extended by a written notification to the Contractor by the ESD.

IN WITNESS WHEREOF, the ESD and CONTRACTOR have executed this Contract consisting of four pages and attachments.

SNOHOMISH COUNTY

BY

STEPHEN CLIFTON  
Executive Director

TITLE

DATE

8-17-2015

EDUCATIONAL SERVICE DISTRICT 105

BY

SUPERINTENDENT

TITLE

DATE

6/16/15

Who certifies he/she is a person duly qualified and authorized to bind CONTRACTOR so identified in the foregoing Contract.

7831 98 7040 125	/ \$45,000.00
ACCOUNT CODE	AMOUNT

## Northwest HIDTA 2015 Statement of Work

### **Contractor:**

**Snohomish County**  
**3000 Rockefeller Avenue, M/S 305**  
**Everett, WA 98201**  
**Attn: Shelli Young, Alcohol & Drug Coordinator**  
**TEL 425.388.7400 FAX 425.388.7405 Shelli.Young@snoco.org**

**FROM:** January 1, 2015

**TO:** December 31, 2016

**The total maximum consideration is \$45,000.00.** The source of these funds is the Northwest High Intensity Drug Trafficking Area (NW HIDTA) Grant Award Number G15NW003A, with the amount of **\$45,000.00** derived from the Prevention/Public Education Initiative.

**The Contractor** shall submit original monthly invoices directly to:

Northwest HIDTA  
300 5<sup>th</sup> Avenue, Suite 1300  
Seattle, WA 98104  
ATTN: Prevention/Treatment Manager

**The Contractor** has been selected as a partner among agencies endeavoring to achieve the NW HIDTA mission: to measurably reduce drug trafficking, money laundering and drug-related crimes; and to reduce demand by supporting treatment and effective demand reduction programs.

These endeavors in turn support the mission of the national HIDTA Program which is “to help enhance and coordinate America’s drug-control efforts among federal, state and local agencies in order to eliminate or reduce drug trafficking (including the production, manufacture, transportation, distribution, and chronic use of illegal drugs and money laundering) and its harmful consequences in critical regions of the United States”. Indicators of the effectiveness of these efforts will reflect a reduction in the availability of drugs and a reduction in the harmful consequences of drug trafficking.

In so doing, the Contractor assists in addressing the priorities of the National Drug Control Strategy:

- Preventing drug use before it ever begins through education;
- Expanding access to treatment for Americans struggling with addiction;
- Reforming our criminal justice system to break the cycle of drug use, crime and incarceration while protecting public safety.

### **Approach/Activities:**

**The Contractor** shall coordinate multiple activities to strategically address local issues impacting the NW HIDTA mission: to strengthen efforts to prevent drug abuse in communities; and to break the cycle of drug use, crime, delinquency and incarceration. Services will follow a data-driven, evidence-based, comprehensive model and may include targeted coalition support, as well as strategies in partnership with school districts, law enforcement, parents and other key community leaders.

**The Contractor** shall provide Best Practice parent education, such as the Parenting Wisely curriculum, to high-risk parents in Snohomish County. The primary target population for this effort will be male and female inmates at the County Jail.

**The Contractor** shall also provide minimal support to Snohomish County communities identified by data to be at high risk for substance abuse. Services may include coalition support, social norms marketing campaigns, and/or the purchase of evidence-based program materials. Currently, the following communities (and/or school districts) have been identified as high risk based on multiple data elements: Arlington, Casino Road Neighborhood, Darrington, Edmonds, Granite Falls, Marysville, Monroe, North Everett Neighborhood, Stanwood, and Sultan, in Snohomish County, WA.

**The Contractor** shall continue to act as an agent in improving citizen relationships and collaboration with local law enforcement agencies in the services above and by providing substance abuse prevention and crime prevention information designed to enable residents to work more effectively in their own interests and those of their families and neighborhoods.

**The Contractor** shall provide other prevention materials, participate in collaborative activities and provide communities with prevention technical assistance as feasible based on staff resources and community readiness.

### **Target Population:**

The Target Populations for this Project are defined as follows:

- Communities impacted by the current opiate epidemic.
- High-risk parents in Snohomish County.
- Citizens in identified communities, particularly students and parents.

### **Outputs:**

- Conduct data analysis of Washington State Division of Behavioral Health and Recovery (DBHR) *TARGET* data and other available data to identify low geographies within Snohomish County most impacted by the opiate epidemic that will inform the development of a targeted plan and related activities.

- Contract with a community support consultant to implement strategic, targeted activities under the direction of the Snohomish County Alcohol and Other Drug Unit of Snohomish County Human Services.
- Provide at least 16 full implementations (8 hours/each for a total of 128 service hours) of education to a minimum of 100 high-risk parents.
- Provide technical assistance and related support to at least one of the identified high risk communities during the contract timeline.
- Implementation of at least one social norms marketing campaign or distribution of evidence-based substance abuse prevention materials, ensuring accessibility and availability to communities, service providers and other agencies. Materials will be provided free of charge.

#### **Outcomes:**

- Increased collaboration and coordination between county resources, citizens, law enforcement and other entities seeking to reduce demand for drugs to develop and implement data-driven, evidence-based prevention activities. Coordination of resources will result in expanded and effective demand reduction efforts based on sound prevention principles.
- Parenting Wisely is a research based prevention program that has proven to:
  - Increase knowledge and use of good parenting skills
  - Decrease child behavior problems
  - Improve problem solving
  - Reduce spousal violence and violence toward children
- Increased ability to communicate with students and parents in target communities through a coalition-based communications infrastructure.
- Reduced demand for drugs by target community students through effective programming and/or social norms marketing messaging.

#### **Reporting Requirements:**

**The Contractor** shall provide a copy of the HIDTA prevention project report, which includes documentation of outputs and outcomes. A copy of the annual report detailing progress toward goals will be sent within 30 days of the end of the six-month period.

**Information Sharing:**

As an element of a website operated and maintained by the Contractor, **the Contractor** shall establish a link to the NW HIDTA “M-Files” website (URL address: [www.mfiles.org](http://www.mfiles.org)). The NW HIDTA shall in turn establish a link to the website URL address with which the Contractor is affiliated.

**Equipment/Inventory:**

Equipment purchased with funds identified in this contract shall be documented in the NW HIDTA Inventory System. **The Contractor** shall provide the NW HIDTA Prevention/Treatment Manager with copies of the purchase order(s)/invoice(s)/receipt(s) for such equipment, and shall identify the equipment with the placement of a NW HIDTA Inventory Number issued by the NW HIDTA Electronics Technician.



**FY 2015 Northwest HIDTA**

**CONTRACTED SERVICES**

**Snohomish County Department of Human Services**

**Contract No.:**

**TREATMENT SERVICES PROGRAM**

**Budget Item:**

Personnel

Communications

Travel

Facilities

Supplies

Insurance

Services -

Case Management

Treatment Services

In-patient Care

Vocational/Education

**Sub-total Services**

-

**Sub-total Treatment Services Program**

-

**PREVENTION SERVICES PROGRAM**

**Budget Item:**

Personnel

23,000.00

Communications

Travel

1,000.00

Facilities

Supplies

3,000.00

Services -

Marketing Services

5,000.00

Professional Services - Community Support, Training, Other

13,000.00

**Sub-total Services**

**18,000.00**

**Sub-total Prevention Services Program**

**45,000.00**

**TOTAL BUDGET**

**45,000.00**

**REQUEST FOR REIMBURSEMENT FORM  
2015 NORTHWEST HIDTA CONTRACT FOR SERVICE  
PREVENTION/PUBLIC EDUCATION INITIATIVE**

**Contractor:**

[illegible]

**Note:** If program is charged by journal entry, you must record original payment information

☐ Check if this is the FINAL claim for this program

Name of Person Submitting Claim:

For ESD Use Only

Contract #	Invoice #
Acct Code	7831 98 7040 125
Amount	Date

**Due:** Second Tuesday of each month for reimbursement at that month's board meeting.